

# **JOB VACANCY ANNOUNCEMENT**

## **DELAWARE JUDICIARY**

### **NON-MERIT POSITION POSTING NUMBER – SC0601N06**

**OPENING DATE: 06/12/06**

**CLOSING DATE: 06/26/06**

**JOB TITLE: Operations Support Specialist**

**SALARY RANGE: \$20,919.00 MIN - \$26,145.00 MID PG/5**

**LOCATION: Superior Court Judges Chambers  
New Castle County Courthouse**

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#### **NATURE AND SCOPE:**

This class is responsible for processing data/information in support of an agency's operations.

This class reports to an administrative or technical superior. Assignments are stable in nature and are carried out in accordance with standard practices and general work instructions. Work at this level is completed using manual and automated information systems. Processing data includes entering, updating, modifying, deleting, retrieving/inquiring and reporting on data in established information systems or manual systems. Work is done in support of agency operations. Agency operations include but are not limited to administrative support functions such as accounting, human resources, fleet management, procurement, contracts and related support areas or line operations such as revenue/tax, medical/institutional, human/social services, transportation, public safety, and other agency operations.

**MINIMUM QUALIFICATIONS:** Applicants must show in the application, education, training and/or experience in each of the following areas. Failure in any one area will **result in a rating of "Not Qualified"**. (Resumes, transcripts, and training certificates may be included as supporting documentation. **Resumes may not be substituted for the application.**)

1. Experience in office practices and procedures, including recordkeeping.
2. Knowledge of standard office equipment such as computers, printers, copies and fax machines.
3. Ability to communicate effectively.

**ADDITIONAL REQUIREMENT:** Participation in Direct Deposit is a mandatory condition of employment with the State of Delaware effective January 1, 1996.

**SPECIAL REQUIREMENT:** ABILITY TO OBTAIN SECURITY CLEARANCE AS ISSUED BY STATE BUREAU OF IDENTIFICATION.

**APPLICATIONS OBTAINED FROM AND RETURNED TO:**

SUPERIOR COURT OF DELAWARE  
500 N. King Street, Suite 2850  
Wilmington, DE 19801-3755  
SLC N210M

OR

Human Resource Management  
Employment Services  
Carvel State Office Building  
820 N. French Street  
Wilmington, DE 19801

Human Resource Management  
Haslet Armory  
122 William Penn Street,  
1<sup>st</sup> Floor  
Dover, DE 19901  
[www.delawarestatejobs.com](http://www.delawarestatejobs.com)

Human Resource Management  
DTCC – Owens Campus  
Georgetown, DE 19947

THE STATE OF DELAWARE  
AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

THIS IS A CRIMINAL JUSTICE AGENCY; REVIEW OF THE APPLICANT'S CRIMINAL HISTORY RECORD MAY BE INCLUDED AS A PART OF THE HIRING PROCESS.

**ACCOMMODATIONS ARE AVAILABLE FOR APPLICANTS WITH DISABILITIES IN ALL PHASES OF THE APPLICATION AND EMPLOYMENT PROCESS. PERSONS WITH DISABILITIES ARE ENCOURAGED TO CALL (302-255-0090) TO REQUEST AN AUXILIARY AID OR SERVICE.**

**FOR ADDITIONAL INFORMATION CHECK ONLINE [HTTP://COURTS.STATE.DE.US](http://courts.state.de.us)**